



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, June 13, 2023 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. June 13, 2023 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. May 10, 2023 – Regular City Council Meeting	
b. May 23, 2023 – Regular City Council Meeting	
c. Request for Student Intern Hire – Thomas Brugger	
d. Resn. #18-2023 – Amending Boundaries of TIF District No. 1-9	
e. John Brogan Gun Range Use Agreement	
f. Resn. #19-2023 – Donation from SCACF for the Police Department	
g. Resn. #20-2023 – Council Appointment for UMMEG	
5. June Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Library Board Report, David Kramer	
e. Planning & Zoning, Andrew Langholz	
f. School Board, Council Member	
g. Chamber of Commerce, Chamber Representative	
h. Ambulance Report, Matt Essig	
i. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. Request for Council Action: Laserfiche Proposal	APPROVE
9. Council Meeting Cancellation - June 27, 2023	APPROVE
10. Journeyman Lineworker / Promotion	APPROVE
11. Resignation of City Accountant Melissa Krusmark	INFORMATION

UNSCHEDULED PUBLIC APPEARANCES: Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise.

ADJOURNMENT



**MEMORANDUM for the CITY COUNCIL of St. Charles for
Tuesday, June 13, 2023**

4. Consent Agenda

- a. **May 10, 2023 – Regular City Council Meeting**
- b. **May 23, 2023 – Regular City Council Meeting**
- c. **Request for Student Intern Hire – Thomas Brugger**
- d. **Resn. #18-2023 – Amending Boundaries of TIF District No. 1-9**
- e. **John Brogan Gun Range Use Agreement**
- f. **Resn. #19-2023 – Donation from SCACF for the Police Department**
- g. **Resn. #20-2023 – Council Appointment for UMMEG**

5. June Payables

8. Request for Council Action: Laserfiche Proposal

9. Council Meeting Cancellation – June 27, 2023

10. Journeyman Lineworker / Promotion – The position was posted internally for ten business days. One letter of interest was submitted for the position from Randy Geisler for the position. Mr. Geisler's current position is as a Lineworker /Maintenance Worker. He has been a certified Journeyman Lineman for more than a decade. Director of Public Works Scott Bunke and I recommend that the council approve the promotion of Mr. Geisler to Step 5 of the Journeyman Lineworker pay scale.

11. Resignation of City Accountant Melissa Krusmark – Mrs. Krusmark's last day of employment with St. Charles is Tuesday, June 20, 2023. I've updated the job description and advertisement and have posted the position in various locations. I'm seeking council input on how they would like to move forward with the interview process for the City Account and Lineworker/Maintenance Worker positions.

**MINUTES of the ST. CHARLES CITY COUNCIL
for Wednesday, May 10, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT:

STAFF PRESENT: Jose Pelaez (Police Chief) and Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE: None.

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

4. Consent Agenda:

- a. April 11, 2023 – Regular City Council Meeting
- b. April 19, 2023 – Board of Equalization Meeting
- c. April 25, 2023 – Regular City Council Meeting
- d. Resn. #16-2023 Temporary Liquor License – County Fair
- e. Resn. #17-2023 Accepting a Grant from MiEnergy for the Library
- f. 2023 Summer Park & Rec Hires
- g. 2023 Glad Days Button Contest Winner

Motion to approve: **John Steffel**

No further discussion.

Motion declared carried.

5. Notices and Communications. None

6. Review of Payables.

Motion to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

7. Reports of Boards and Committees. The Council reviewed reports from the City Administrator, Police Department, Public Works, Planning & Zoning, School Board, Library Board and the Park Board.

8. Minor Subdivision – Lange

Mayor Schaber explained that the proposed minor subdivision includes a portion of a parcel he owns and his mother’s parcel. The new parcel would be sold to a family member. The Planning Commission reviewed the minor subdivision. The Commission recommended approval based on the proposed lot meeting all R-1 district requirements and to promote infill and efficient use of existing infrastructure.

Motion to approve: **Wayne Getz**

Mayor Schaber abstained due to a conflict of interest.

No further discussion.

Motion declared carried.

9. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1

No further discussion. Motion to Close meeting: David Kramer at 6:14 p.m. Motion Carried.

No Further Discussion. Motion to Open meeting: David Braun at 6:24 p.m. Motion Carried.

10. Two Memorandums of Understanding for the LELS Union Contract

Motion to the MOU pertaining to the 14 Day Notice as presented and the Acting Chief MOU as amended:

Dave Braun

No further discussion.

Motion declared carried.

Unscheduled Public Appearances: None

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator

**MINUTES of the ST. CHARLES CITY COUNCIL
for Tuesday, May 23, 2023, held at 6:00 p.m. at
830 Whitewater Avenue,
St. Charles, Minnesota**

MEMBERS PRESENT:

Council members:
Mayor John Schaber
Dave Braun
Wayne Getz
John Steffel
David Kramer

MEMBERS ABSENT:

STAFF PRESENT: Andrew Langholz (City Administrator).

OTHERS IN ATTENDANCE:

1. ESTABLISH QUORUM/CALL TO ORDER

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

2. PLEDGE of ALLEGIANCE

3. APPROVAL of the AGENDA:

Motion to approve the agenda.
Motion to approve: **Dave Braun**
No further discussion.
Motion carried.

4. Notices and Communications. Administrator Langholz informed the council on updates from the 2023 Legislative Session.

5. Review of Financials.

Motion to approve: **Wayne Getz**
No further discussion.
Motion declared carried.

6. Appoint Police Chief Jose Pelaez to Emergency Management Director.

Motion to appoint Chief Pelaez to Emergency Management Director: **David Kramer**
No further discussion.
Motion declared carried.

7. Closed Session – Labor Negotiations Strategy – Minn. Stat. 13D.03 Subd. 1

No further discussion. Motion to Close meeting: David Braun at 6:11 p.m. Motion Carried.
No Further Discussion. Motion to Open meeting: David Braun at 6:56 p.m. Motion Carried.

Unscheduled Public Appearances: None.

Motion to adjourn: **Wayne Getz**
No further discussion.
Motion carried.

ATTEST

John Schaber, Mayor

Andrew Langholz, City Administrator



Request for City Council Action

Date: May 23, 2023

Requested Council Date: May 23, 2023

Originating Department: Police Department & Administration

Council Action Requested: Student Intern Offer to Thomas Brugger

Background Information

The St. Charles Police Department would like to continue offering student-internship opportunities to college students as it has proven to be very beneficial, not only for the students in helping them meet their college credits requirements and gaining first-hand police work experience, but also for the department, as in the past, interns have assisted officers during their shifts, community events, and with numerous other projects within the department.

This year the St. Charles Police Department would like to offer the internship to Thomas Brugger. Thomas was born in the city of Red Wing and was raised in Minnesota City, Minnesota. Thomas graduated from Winona Senior High School in 2021, and is currently attending Minnesota North College in Vermillion, Minnesota, where is pursuing his associate degree in Wildland/Wildlife Law Enforcement and a Wilderness EMS Certificate. Thomas' goal after graduating college is to work as a federal wildlife conservation officer.

Chief Pelaez conducted a personal interview with Thomas, successfully completed a background check on him, and believes Thomas would be a great fit for the internship position.

Request for action

I respectfully request the council's approval to hire Thomas Brugger as the new police department's student intern.



EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF ST. CHARLES, MINNESOTA

HELD: June 13, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Charles, Winona County, Minnesota, was duly called and held on the 13th day of June, 2023, at 6:00 p.m.

The following members of the Council were present:

And, the following were absent;

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION #18-2023 AMENDING THE BOUNDARIES OF
TAX INCREMENT FINANCING DISTRICT NO. 1-9

WHEREAS:

A. On June 22, 2021, the City of St. Charles, Minnesota (the "City") created Tax Increment Financing District No. 1-9 which included parcels of land for the purpose of assisting the construction of affordable housing.

B. The City now proposes to remove the parcels of land included in TIF District No. 1-9 due to lots being sold to families who do not meet the income qualifications required by the TIF Act; and

C. Minnesota Statutes Chapter 469.175 subdivision 4(a) permits removal of parcels to occur without notification or a public hearing if the current net tax capacity of the parcels to be removed equals or exceeds the original net tax capacity of the parcels, or the authority agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of St. Charles:

1. Removal of parcels from TIF District No. 1-9. The City hereby removes the following parcels from TIF District No. 1-9:

290990090
290990100

2. Agreement to limit tax capacity removed. The City agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.
3. Filing. The City Clerk is authorized and directed to file a copy of this resolution with the County Auditor.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

And, the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF WINONA)
CITY OF ST. CHARLES)

I, the undersigned, being the duly qualified and acting City Clerk of the City of St. Charles, Minnesota, DO HEREBY CERTIFY that, I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on _____, 2023, insofar as such minutes relate to Tax Increment Financing District No. 1-9 in the City.

WITNESS my hand this _____ day of _____, 2023.

City Clerk

JOHN BROGAN GUN RANGE USE AGREEMENT

WITH CITY OF ST. CHARLES

This agreement is made and entered into by and between John P. Brogan, 30948 Hwy. 74. St. Charles, Minnesota, 55972, (hereafter “Mr. Brogan”), and the City of St. Charles, 830 Whitewater Avenue, St. Charles, Minnesota 55972, (hereafter “City”), acting on behalf of the St. Charles Police Department.

WHEREAS, Mr. Brogan owns an outdoor firing range located on property owned by Mr. Brogan; and

WHEREAS, the City wants to have its Police Department Officers use this outdoor firing range; and

WHEREAS, Mr. Brogan is willing to allow the use of the outdoor firing range by St. Charles Police Department Officers under the terms and conditions outlined below;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements herein set forth, Mr. Brogan and the City agree as follows:

I. TERM OF AGREEMENT

- a. The term of this agreement shall be for three (3) years, beginning January 1, 2023, and ending December 31, 2025, unless terminated earlier pursuant to Paragraph V.

II. USE OF THE OUTDOOR FIRING RANGE

- a. Mr. Brogan shall be in charge of the outdoor firing range and shall establish written policies and rules governing its use, which are incorporated herein by

reference as part of this agreement. A copy of these policies and rules, and any additions or revisions shall be delivered to the City following approval by Mr. Brogan.

- b. The outdoor firing range shall be available for use only by duly licensed law enforcement officers employed by the City, with hours of operation from 08:00 A.M. to 09:00 P.M., Monday through Friday.
- c. The City must give Mr. Brogan at least seventy-two (72) hours notification prior to using his gun range.
- d. The terms of this agreement shall also cover weapons qualification shoots, or any other exercise, conducted jointly by the City and other law enforcement agencies with whom the City has mutual training agreements.

III. PAYMENT

- a. As consideration for use of the outdoor firing range, the City shall pay the annual fee of Two Hundred Dollars (\$200.00) due and payable January 1st of each year. The fee shall be used for maintenance and upkeep of the outdoor firing range.

IV. INDEMNIFICATION AND INSURANCE

- a. Each Party will maintain workers compensation insurance or self-insurance coverage at all times for their own employees while they are training and taking part in exercises on the range. Each Party waives the right to sue any other agency for worker's compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were cause wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

- b. Each Party shall be liable for the actions of their own employees to the extent provided by law. Each party shall defend, indemnify, and hold harmless the other Party, its employees, and its agents from all third-party claims, demands, actions or causes of action including reasonable attorney fees and expenses arising from any act or omission of the indemnifying Party and their agents, employees, or partners arising from the performance of this contract. Nothing in this agreement shall require a Party to defend, indemnify, or hold harmless to the other Party for the other Party's own acts or omissions.
- c. Both Parties shall at all times during the term of this Agreement keep in effect their own liability insurance in the government liability amounts established by applicable Minnesota statutes. Nothing in this agreement shall constitute a waiver of the statutory limits of liability under Minnesota Statutes Chapter 466, or a waiver of any available immunities or defenses. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a).

V. EARLY TERMINATION

- a. This agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. A notice shall be delivered to Mr. Brogan and a notice shall be delivered to the St. Charles City Administrator.

VI. GENERAL PROVISIONS

- a. Entire Agreement: This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- b. Amendments: Any notification or amendment to this Agreement shall require a written agreement signed by both Parties.
- c. Governing Law: This agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Winona County, Minnesota.
- d. Government Data/Privacy: Each party, its employees, officials and agents, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and all other applicable state and federal laws, rules, regulations and orders relating to the data privacy or confidentiality, and as any of the same may be amended.
- e. Waiver: The waiver by either Party of any breach of failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provisions of this Agreement.
- f. Notices: All notices and other communications pursuant to this Agreement must be in writing and must be given registered or certified mail, postage prepaid or delivered by hand to:

Notice to City: St. Charles City Hall

Notice to Mr. Brogan: John P. Brogan

- g. Savings Clause: If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
- h. Counterparts: This agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.
- i. Effective Date: This Agreement is effective on the date last executed by the Parties below.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written below.

JOHN P. BROGAN

CITY OF ST. CHARLES

John P. Brogan

Mayor

Dated: _____

Dated: _____

Attest:

City Administrator

City of St. Charles
Resolution #19-2023

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES POLICE
DEPARTMENT FROM THE ST. CHARLES AREA COMMUNITY FOUNDATION.**

WHEREAS, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

WHEREAS, the St. Charles Police Department has received a donation in the amount of \$500.00 from the St. Charles Area Community Foundation to be used by the St. Charles Police Department for the Police Reserves Program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT: the City Council of the City of St. Charles acknowledges and accepts the \$500.00 donation from St. Charles Area Community Foundation.

BE IT FURTHER RESOLVED THAT: the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 13th day of June 2023 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

**CITY OF ST. CHARLES, MINNESOTA
RESOLUTION #20-2023**

**RESOLUTION TO APPROVE APPOINTMENT ON THE BOARD OF
COMMISSIONERS FOR THE UPPER MIDWEST MUNICIPAL ENERGY GROUP**

WHEREAS, on October 14th, 2014, the City Council of the City of St. Charles adopted Resolution #39-2014, authorizing the City's membership in the Upper Midwest Municipal Energy Group (UMMEG); and

WHEREAS, The City's alternate representative on the Upper Midwest Municipal Energy Group (UMMEG) Board of Commissioners Melissa Krusmark has resigned effective June 20th, 2023.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF ST. CHARLES THAT:

1. The City Council of the City of St. Charles hereby names Andrew Langholz as the alternate for the Upper Midwest Municipal Energy Group effective immediately.
2. All other provisions in Resolution #39-2014 not specifically modified herein shall remain in full force and effect.

Adopted by the City Council of the City of St. Charles, Minnesota on this 13th day of June. 2023.

CITY OF ST. CHARLES

John Schaber, Mayor

ATTEST:

Andrew Langholz, City Administrator

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111530								
05/23	05/05/2023	103396	ALTURA YOUTH SPORTS	10USOFTBAL	10U SOFTBALL TOURNA	10-413-52440	75.00	75.00
Total 111530:								75.00
111531								
05/23	05/05/2023	100370	BAKER & TAYLOR BOOK	2037484791	BOOKS	26-130-53400	195.01	195.01
Total 111531:								195.01
111532								
05/23	05/05/2023	102008	CENTER POINT LARGE P	2011608	BOOKS	26-130-53400	147.42	147.42
Total 111532:								147.42
111533								
05/23	05/05/2023	100781	CITY OF LEWISTON	SCAMB009	MAY CONSULTING SERVI	22-200-52010	4,500.00	4,500.00
Total 111533:								4,500.00
111534								
05/23	05/05/2023	105006	CIVIC PLUS	261119	APRIL CIVIC REC FEES	10-130-52290	1,305.34	1,305.34
Total 111534:								1,305.34
111535								
05/23	05/05/2023	100064	CUSTOM COMMUNICATI	548629	new key fobs	10-150-52220	77.10	77.10
Total 111535:								77.10
111536								
05/23	05/05/2023	2000	EARL F. ANDERSEN, INC.	132488	BIKE TRAIL SIGNS	10-430-51180	108.95	108.95
Total 111536:								108.95
111537								
05/23	05/05/2023	100865	GETZ, WAYNE	050423	RAILROAD REIMBURSEM	10-100-52120	78.60	78.60
Total 111537:								78.60
111538								
05/23	05/05/2023	3627	GOPHER STATE ONE-CA	3040759	APRIL LOCATES	72-620-52090	39.15	39.15
Total 111538:								39.15
111539								
05/23	05/05/2023	103532	IBEW LOCAL UNION 160	043023	APRIL UNION DUES	10-21710	675.89	675.89
Total 111539:								675.89
111540								
05/23	05/05/2023	107261	JOHN DEERE FINANCIAL	042523	TIRE FOR MOWER	10-430-52250	281.18	281.18

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111540:								281.18
111541								
05/23	05/05/2023	100213	LELS, INC.	050123	MAY UNION DUES	10-21711	405.00	405.00
Total 111541:								405.00
111542								
05/23	05/05/2023	100359	MILLERS MARKET	043023	WATER SUPPLIES	71-610-52200	85.36	85.36
Total 111542:								85.36
111543								
05/23	05/05/2023	105595	NEUMANN OIL COMPANY	70195	DIESAL AND GAS	10-300-51070	3,028.05	3,028.05
Total 111543:								3,028.05
111544								
05/23	05/05/2023	107187	PEM SOFTBALL BOOSTE	10USOFTBAL	GSB TOURNEY	10-413-52440	100.00	100.00
Total 111544:								100.00
111545								
05/23	05/05/2023	107294	REINDERS INC	3184331-01	BALLFIELD PAINT	10-440-52220	336.00	336.00
Total 111545:								336.00
111546								
05/23	05/05/2023	9120	SELCO	051239	PC SUPPORT	26-130-52290	614.37	614.37
Total 111546:								614.37
111547								
05/23	05/05/2023	104163	SMART	050423	SMART MEMBERSHIP	10-413-52190	25.00	25.00
Total 111547:								25.00
111548								
05/23	05/05/2023	103301	SOLUTION BUILDERS IN	SB51051	JUNE REMOTE SUPPOR	72-620-52290	2,041.00	2,041.00
Total 111548:								2,041.00
111549								
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266496	clorox	26-130-51160	6.33	6.33
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266516	numbers	70-600-52220	4.52	4.52
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266527	grommet	10-430-52220	6.33	6.33
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266528	caulk, caulk gun	22-200-52220	15.42	15.42
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266532	toilet cleaner, windex	22-200-52200	25.00	25.00
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266535	map pro gas 14.1oz	71-610-52220	14.53	14.53
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266551	muriatric acid	10-430-52220	9.09	9.09
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266554	keyblanks	70-600-52220	13.04	13.04
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266565	antbait	26-130-52200	13.76	13.76
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266589	kwikset	10-430-52220	32.57	32.57
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266637	fasteners	26-130-52200	4.33	4.33
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266638	hex key set	10-300-52220	21.77	21.77
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266644	flush valve kit	10-220-52220	18.15	18.15

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266646	flush valve kit	10-220-52220	20.86	20.86
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266659	foam sleeve filter	70-600-52220	9.09	9.09
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266660	fasteners	10-220-52220	2.40	2.40
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266662	batteries	70-600-52220	25.93	25.93
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266673	staples	10-220-52220	4.52	4.52
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266675	toilet seat	26-130-52220	27.25	27.25
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266676	recycled broom	10-300-52220	12.70	12.70
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266683	trash cans	10-430-52220	100.77	100.77
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266721	moleworm poison	10-430-52220	47.21	47.21
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266726	key schlage	10-430-52220	27.16	27.16
05/23	05/05/2023	102007	ST. CHARLES ACE HARD	266738	super glue	71-610-52220	3.67	3.67
Total 111549:								466.40
111550								
05/23	05/05/2023	9050	ST. CHARLES NAPA	561745	guage	70-600-52220	6.50	6.50
05/23	05/05/2023	9050	ST. CHARLES NAPA	561747	air filter	10-300-52230	68.44	68.44
05/23	05/05/2023	9050	ST. CHARLES NAPA	561751	extractor kit	70-600-52220	47.98	47.98
Total 111550:								122.92
111551								
05/23	05/05/2023	2550	STAGED MOMENTS LLC	1414	PLAQUE - PARK BENCH	10-430-51180	197.56	197.56
Total 111551:								197.56
111552								
05/23	05/05/2023	9504	T & R EXCAVATING	2297	SNOW REMOVAL (MAINS	10-300-51340	250.00	250.00
Total 111552:								250.00
111553								
05/23	05/05/2023	6011	THE LIBRARY STORE, IN	630116	BOOK POCKETS	26-130-51040	89.51	89.51
Total 111553:								89.51
111554								
05/23	05/05/2023	105598	UTILITY CONSULTANTS, I	115956	COLIFORM TESTING/WA	71-610-52090	92.40	92.40
Total 111554:								92.40
111555								
05/23	05/05/2023	103948	VICTORY FIREWORKS IN	3299	2023 FIREWORKS	20-130-52205	4,085.21	4,085.21
Total 111555:								4,085.21
111556								
05/23	05/05/2023	105084	VISION DESIGN GROUP I	111348	WEB MAINTENANCE	20-130-52160	100.00	100.00
Total 111556:								100.00
111557								
05/23	05/05/2023	10530	VOLUNTEER FIREMENS	2023RENEWA	2023 RENEWAL	21-210-52170	256.00	256.00
Total 111557:								256.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111560								
05/23	05/12/2023	107350	AIM ELECTRONICS INC	44429	SCOREBOARDS	10-430-51180	13,302.00	13,302.00
Total 111560:								13,302.00
111561								
05/23	05/12/2023	107075	ARAMARK	043023	ARAMARK - CLOTHING	10-300-51100	623.31	623.31
Total 111561:								623.31
111562								
05/23	05/12/2023	100370	BAKER & TAYLOR BOOK	2037485971	BOOKS	26-130-53400	171.72	171.72
Total 111562:								171.72
111563								
05/23	05/12/2023	505	BILL S TOWING	25919	TOW STREET SWEEPER	10-300-52220	100.00	100.00
Total 111563:								100.00
111564								
05/23	05/12/2023	102427	CABIN COFFEE	762216	ELECTIONS FOOD	10-120-51490	124.85	124.85
Total 111564:								124.85
111565								
05/23	05/12/2023	1152	CULLIGAN	588081550042	SOFTENER RENTAL	10-440-52180	43.15	43.15
Total 111565:								43.15
111566								
05/23	05/12/2023	102132	DAIRYLAND POWER CO	1978	APRIL TRANSMISSION C	70-600-52360	17,712.88	17,712.88
Total 111566:								17,712.88
111567								
05/23	05/12/2023	101787	EXCEL IMAGES, INC.	479420	SUMMER T-SHIRTS	10-413-52440	434.88	434.88
05/23	05/12/2023	101787	EXCEL IMAGES, INC.	479421	HATS	10-413-52440	2,870.88	2,870.88
05/23	05/12/2023	101787	EXCEL IMAGES, INC.	479600	BASEBALL HATS	10-413-52440	859.20	859.20
05/23	05/12/2023	101787	EXCEL IMAGES, INC.	479604	SUMMER T-SHIRTS	10-413-52440	1,432.00	1,432.00
05/23	05/12/2023	101787	EXCEL IMAGES, INC.	479608	SUMMER T-SHIRTS	10-413-52440	7,982.98	7,982.98
Total 111567:								13,579.94
111568								
05/23	05/12/2023	103100	EXPRESS PRESURE WA	I-129037	PREASURE WASHER PA	70-600-52220	82.30	82.30
Total 111568:								82.30
111569								
05/23	05/12/2023	102081	FIRE SAFETY USA	171870	SCBA COMPRESSOR SE	21-210-52210	942.00	942.00
05/23	05/12/2023	102081	FIRE SAFETY USA	171892	HOSE GASKETS	21-210-53370	150.00	150.00
Total 111569:								1,092.00
111570								
05/23	05/12/2023	103316	FLAHERTY & HOOD, PA	19397	GENERAL MUNI MATTER	10-130-52030	2,887.50	2,887.50

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111570:								2,887.50
111571								
05/23	05/12/2023	100970	HBCI	164040523	PHONES/INTERNET	10-413-52100	1,372.58	1,372.58
Total 111571:								1,372.58
111572								
05/23	05/12/2023	107311	LAURES TRUCKING INC	050123	FIXING WATERMAIN PAT	71-610-53605	8,524.00	8,524.00
Total 111572:								8,524.00
111573								
05/23	05/12/2023	104978	MIENERGY COOPERATIV	339765000042	APRIL PURCHASED POW	70-600-52350	67,412.87	67,412.87
Total 111573:								67,412.87
111574								
05/23	05/12/2023	102652	PELAEZ, JOSE	FBI-LEEDA05	FBI LEEDA training	10-220-52120	37.32	37.32
05/23	05/12/2023	102652	PELAEZ, JOSE	MCPACONF0	MPCA conference	10-220-52120	60.41	60.41
Total 111574:								97.73
111575								
05/23	05/12/2023	104438	READERS DIGEST LARG	051123	MAGAZINE	26-130-53420	29.96	29.96
Total 111575:								29.96
111576								
05/23	05/12/2023	100300	READY MIX CONCRETE	363203	WATER MAIN BREAK-CU	71-610-52220	468.50	468.50
Total 111576:								468.50
111577								
05/23	05/12/2023	101152	RIVERLAND COMMUNITY	1135967	FF1, FF2, HAZMAT-BOICE	21-210-52120	4,500.00	4,500.00
Total 111577:								4,500.00
111578								
05/23	05/12/2023	107141	S&S HEATING & COOLIN	1401	WATER HEATER MAINTNE	22-200-52200	225.00	225.00
Total 111578:								225.00
111579								
05/23	05/12/2023	103301	SOLUTION BUILDERS IN	SB50799	ACCESS POINT-PD	10-220-51040	172.37	172.37
05/23	05/12/2023	103301	SOLUTION BUILDERS IN	SB51195	SHIPPING ACCESS POIN	10-220-51040	21.00	21.00
Total 111579:								193.37
111580								
05/23	05/12/2023	100047	ST. CHARLES BAKERY	6470954	ELECTIONS FOOD	10-120-51490	45.90	45.90
Total 111580:								45.90
111581								
05/23	05/12/2023	101380	ST. CHARLES PRESS	59778	SPRING SPORTS PREVIE	20-130-52160	45.00	45.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
05/23	05/12/2023	101380	ST. CHARLES PRESS	59836	FIRE HYDRANT MAINTEN	20-130-52160	84.00	84.00
05/23	05/12/2023	101380	ST. CHARLES PRESS	59873	ORDINANCE 653	20-130-52160	125.41	125.41
Total 111581:								254.41
111582								
05/23	05/12/2023	100762	STAPLES CREDIT PLAN	8070117573	11X17 PAPER-NEWSLETT	10-130-51040	88.98	88.98
Total 111582:								88.98
111583								
05/23	05/12/2023	103358	STAR ENERGY SERVICE	21075	ELECTRICAL ENGINEERIN	70-600-52060	395.00	395.00
Total 111583:								395.00
111584								
05/23	05/12/2023	9506	T & R ELECTRIC	172116	3) THREE PHASE TRANS	70-600-53350	38,445.00	38,445.00
Total 111584:								38,445.00
111585								
05/23	05/12/2023	101841	UMMEG	2664	SYSTEM CONTROL	70-600-52350	1,048.90	1,048.90
05/23	05/12/2023	101841	UMMEG	6121	RUGBY WIND	70-600-52350	10,672.51	10,672.51
05/23	05/12/2023	101841	UMMEG	6134	SOLAR	70-600-52350	16,042.61	16,042.61
05/23	05/12/2023	101841	UMMEG	6148	RATE STABILIZATION FU	70-600-52350	24,471.87	24,471.87
Total 111585:								52,235.89
111586								
05/23	05/12/2023	104408	VISA - BREMER BANK	97890523	INTEREST	10-130-51040	2,401.79	2,401.79
Total 111586:								2,401.79
111587								
05/23	05/12/2023	107340	WILLIAMSON, ERIC	12UAABASEB	12U BASEBALL TOURNA	10-413-52440	400.00	400.00
Total 111587:								400.00
111588								
05/23	05/12/2023	1120	WSE ENGINEERING SER	822-234247-4	APRIL BUILDING INSPEC	10-130-52050	2,313.18	2,313.18
Total 111588:								2,313.18
111597								
05/23	05/19/2023	100587	B&S RENTALS, INC	6390	PORTABLE TOILET RENT	10-430-52260	600.00	600.00
Total 111597:								600.00
111598								
05/23	05/19/2023	100370	BAKER & TAYLOR BOOK	2037518220	BOOKS	26-130-53400	181.05	181.05
Total 111598:								181.05
111599								
05/23	05/19/2023	107188	CARGILL, INC	2908070328	ROAD SALT	10-300-51300	7,743.15	7,743.15
05/23	05/19/2023	107188	CARGILL, INC	2908088138	ROAD SALT	10-300-51300	13,117.09	13,117.09

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111599:								20,860.24
111600								
05/23	05/19/2023	105513	CENTURY LINK	5079324500-0	NON-EMERGENCY FOR	10-220-52100	188.08	188.08
Total 111600:								188.08
111601								
05/23	05/19/2023	102279	CHESTER F. POZANC	050123	BLACK DIRT	73-630-53200	208.00	208.00
Total 111601:								208.00
111602								
05/23	05/19/2023	107343	CITY OF ST. PAUL	53137	TRAINING	10-220-52120	200.00	200.00
Total 111602:								200.00
111603								
05/23	05/19/2023	100299	CORE & MAIN LP	S841202	WATER HYDRANT REPAI	71-610-53615	1,051.70	1,051.70
Total 111603:								1,051.70
111604								
05/23	05/19/2023	1620	DOVER-EYOTA, ST. CHAR	8220	APRIL FLOW CHARGES	72-620-52370	42,745.08	42,745.08
Total 111604:								42,745.08
111605								
05/23	05/19/2023	4029	HAWKINS WATER TREAT	6468277	CHEMICALS	10-411-51120	2,770.63	2,770.63
05/23	05/19/2023	4029	HAWKINS WATER TREAT	6468278	WATER CHEMICALS	71-610-53380	1,068.94	1,068.94
05/23	05/19/2023	4029	HAWKINS WATER TREAT	6471140	CHLORINE CYLINDER RE	71-610-51180	70.00	70.00
05/23	05/19/2023	4029	HAWKINS WATER TREAT	6471141	CHEMICALS	10-411-51120	10.00	10.00
Total 111605:								3,919.57
111606								
05/23	05/19/2023	102148	KITTLESON, ARIC	051523	YOUTH BASEBALL EQUI	10-413-52440	97.61	97.61
Total 111606:								97.61
111607								
05/23	05/19/2023	6030	LEAGUE OF MINNESOTA	381049	ADOBE ACROBAT LICEN	10-130-51040	61.72	61.72
Total 111607:								61.72
111608								
05/23	05/19/2023	8609	RESCO	834020000	RETURN - 25)STIRRUP C	70-600-52525	608.65-	608.65-
05/23	05/19/2023	8609	RESCO	85348701	1/0 PRIMARY TERMINATE	70-600-52525	414.38	414.38
05/23	05/19/2023	8609	RESCO	89590200	INSULATED CONNECTER	70-600-53330	771.30	771.30
Total 111608:								577.03
111609								
05/23	05/19/2023	100968	ROLLINGSTONE YOUTH	10UBASEBAL	10U TOURNEY	10-413-52440	125.00	125.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111609:								125.00
111610								
05/23	05/19/2023	9212	SCHABER, RICK	051723	SCHEELS-T-BALL BATS	10-413-52440	113.49	113.49
Total 111610:								113.49
111611								
05/23	05/19/2023	9120	SELCO	051277	PUBLIC PC MANAGEMEN	26-130-52290	379.00	379.00
Total 111611:								379.00
111612								
05/23	05/19/2023	9521	STAR TRIBUNE	051523	NEWSPAPER SUBSCRIP	26-130-53420	156.68	156.68
Total 111612:								156.68
111613								
05/23	05/19/2023	107348	StopStick, LTD	28893	STOPSTICKS MOUNTS	10-220-52300	220.00	220.00
Total 111613:								220.00
111614								
05/23	05/19/2023	9265	STREICHERS, INC.	1627990	LESS LETHAL (TRAINING	10-220-52120	32.50	32.50
Total 111614:								32.50
111615								
05/23	05/19/2023	9506	T & R ELECTRIC	172369	2) THREE PHASE TRANS	70-600-53350	8,150.51	8,150.51
Total 111615:								8,150.51
111616								
05/23	05/19/2023	101363	TDS METROCOM	507052000005	EMERGENCY LINES	10-130-52100	441.04	441.04
Total 111616:								441.04
111617								
05/23	05/19/2023	10530	VOLUNTEER FIREMENS	2023RENEWA	new member premium	21-210-52170	40.00	40.00
Total 111617:								40.00
111618								
05/23	05/19/2023	11063	WINONA HEATING & VEN	26252	LIBRARY 5 TON CONDEN	26-130-52200	9,945.00	9,945.00
Total 111618:								9,945.00
111619								
05/23	05/19/2023	101696	WINONA NURSERY, INC.	23903	EDGEING, FABRIC, SOD	10-500-51140	30.00	30.00
Total 111619:								30.00
111620								
05/23	05/19/2023	11553	ZEP MANUFACTURING C	9008569312	PARK SUPPLIES	10-430-51180	279.35	279.35

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111620:								279.35
111629								
05/23	05/26/2023	104803	ANCOM TECHNICAL CEN	115097	SIREN MAINTENANCE/R	10-230-52210	917.81	917.81
Total 111629:								917.81
111630								
05/23	05/26/2023	100299	CORE & MAIN LP	S889056	8 INCH REPAIR BAND	71-610-53605	359.90	359.90
05/23	05/26/2023	100299	CORE & MAIN LP	S889135	SERVICE CONNECTORS	71-610-53605	897.22	897.22
Total 111630:								1,257.12
111631								
05/23	05/26/2023	105350	DELTA DENTAL	MBR00001991	YOUTH SUPPLEMENTAL	10-21706	95.00	95.00
Total 111631:								95.00
111632								
05/23	05/26/2023	100319	EXPERT BILLING, LLC	052523	SEPTEMBER 2022 BILLIN	22-200-52010	464.00	464.00
Total 111632:								464.00
111633								
05/23	05/26/2023	107179	FYBA DJP	10UBASEBAL	10U TOURNEY FEE	10-413-52440	175.00	175.00
Total 111633:								175.00
111634								
05/23	05/26/2023	101432	METRO SALES INCORPO	INV2286998	COPIER MAINT	10-130-52280	670.94	670.94
Total 111634:								670.94
111635								
05/23	05/26/2023	6613	MN DEPT OF HEALTH	18500090623	2ND QUARTER SERVICE	71-610-52090	3,717.00	3,717.00
Total 111635:								3,717.00
111636								
05/23	05/26/2023	8609	RESCO	89640600	3 PHASE TRANSFORMER	70-600-53330	2,750.04	2,750.04
Total 111636:								2,750.04
111637								
05/23	05/26/2023	100473	SAM S CLUB	052523	KLEENEX	10-130-51040	40.49	40.49
Total 111637:								40.49
111638								
05/23	05/26/2023	106777	SE MN MULTI-COUNTY H	2102041156	St. Charles Housing-Grant	10-130-52090	2,297.55	2,297.55
Total 111638:								2,297.55
111639								
05/23	05/26/2023	107345	STANGLER ELECTRONIC	1579	repair meter reader	71-610-52090	75.00	75.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111639:								75.00
111640								
05/23	05/26/2023	9506	T & R ELECTRIC	172483	3 PHASE TRANSFORMER	70-600-53350	9,568.65	9,568.65
Total 111640:								9,568.65
111641								
05/23	05/26/2023	107230	TRATTLES IRRIGATION	28551	SPRING STARTUP	26-130-52200	75.00	75.00
Total 111641:								75.00
111642								
05/23	05/26/2023	106604	TRUGREEN	175549335	Lawn Service-Library/Veter	26-130-52220	68.21	68.21
05/23	05/26/2023	106604	TRUGREEN	175557760	Lawn Service-City Hall/Gre	10-440-52220	127.48	127.48
Total 111642:								195.69
111643								
05/23	05/26/2023	11000	WHKS & CO.	48270	SANITARY SEWER LININ	72-620-52060	5,216.91	5,216.91
Total 111643:								5,216.91
111644								
05/23	05/26/2023	11553	ZEP MANUFACTURING C	9008574466	PARK SUPPLIES	10-430-51180	112.70	112.70
Total 111644:								112.70
111650								
06/23	06/02/2023	100370	BAKER & TAYLOR BOOK	2037535704	BOOKS	26-130-53400	142.71	142.71
Total 111650:								142.71
111651								
06/23	06/02/2023	106443	BRAUN, DAVID TY	060123	LIFEGUARD RECERT TR	10-411-52120	840.00	840.00
Total 111651:								840.00
111652								
06/23	06/02/2023	107353	CORNERSTONE BUILDE	2650	HAIL DAMAGE-REPLACE	25-130-53560	63,082.00	63,082.00
Total 111652:								63,082.00
111653								
06/23	06/02/2023	1620	DOVER-EYOTA, ST. CHAR	053123	MAY SAC/WAC FEES	72-620-52370	5,280.00	5,280.00
Total 111653:								5,280.00
111654								
06/23	06/02/2023	103179	FERGUSON WATERWOR	510746	GASKETS	71-610-53890	66.66	66.66
Total 111654:								66.66
111655								
06/23	06/02/2023	104678	FIRST STATE TIRE RECY	052023	CITY CLEAN UP - TIRES	23-130-51600	2,204.75	2,204.75

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111655:								2,204.75
111656								
06/23	06/02/2023	107351	GALESVILLE AREA SUM	10UBASEBAL	10U TOURNEY	10-413-52440	200.00	200.00
Total 111656:								200.00
111657								
06/23	06/02/2023	100865	GETZ, WAYNE	060123	RAIL MEETING REIMBUR	10-100-52120	78.60	78.60
Total 111657:								78.60
111658								
06/23	06/02/2023	3627	GOPHER STATE ONE-CA	3050758	MAY LOCATES	72-620-52090	116.85	116.85
Total 111658:								116.85
111659								
06/23	06/02/2023	4029	HAWKINS WATER TREAT	6484266	CHEMICALS	10-411-51120	369.00	369.00
Total 111659:								369.00
111660								
06/23	06/02/2023	103532	IBEW LOCAL UNION 160	053123	MAY UNION DUES	10-21710	568.47	568.47
Total 111660:								568.47
111661								
06/23	06/02/2023	102843	IRBY TOOL & SAFETY	S0135426370	RUBBER SLEEVES AND	70-600-52090	441.35	441.35
Total 111661:								441.35
111662								
06/23	06/02/2023	105311	KOENIG AND SONS EQUI	11282	SWEEPER REPAIRS	10-300-52230	3,141.23	3,141.23
Total 111662:								3,141.23
111663								
06/23	06/02/2023	100213	LELS, INC.	060123	JUNE UNION DUES	10-21711	405.00	405.00
Total 111663:								405.00
111664								
06/23	06/02/2023	101325	MIDWEST LEAK DETECTI	2321	MIDWEST LEAK DETECTI	71-610-52090	345.00	345.00
Total 111664:								345.00
111665								
06/23	06/02/2023	6501	MN ASSOC. OF SMALL CI	2023MEMBER	2023 MEMBERSHIP	10-100-52190	1,991.45	1,991.45
Total 111665:								1,991.45
111666								
06/23	06/02/2023	103301	SOLUTION BUILDERS IN	SB51418	JULY REMOTE SUPPORT	72-620-52290	2,041.00	2,041.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111666:								2,041.00
111667								
06/23	06/02/2023	9080	ST. CHARLES VETERINA	222556	ANIMAL BOARDING	10-220-52295	234.75	234.75
Total 111667:								234.75
111668								
06/23	06/02/2023	100050	THATCHER POOLS AND	1081681	CHEMICALS	10-411-51120	73.98	73.98
Total 111668:								73.98
111669								
06/23	06/02/2023	100348	THOMPSON GARAGE D	113385	WINDOW REPAIR TO OV	70-600-52200	250.00	250.00
Total 111669:								250.00
111670								
06/23	06/02/2023	104294	US BANK EQUIPMENT FI	502361264	COPIER LEASE	26-130-52280	203.79	203.79
Total 111670:								203.79
111671								
06/23	06/02/2023	105084	VISION DESIGN GROUP I	111824	MONTHLY HOSTING	20-130-52160	50.00	50.00
Total 111671:								50.00
111672								
06/23	06/02/2023	11122	WOMAN S DAY	053023	MAGAZINE SUBSCRIPTI	26-130-53420	24.97	24.97
Total 111672:								24.97
111676								
06/23	06/09/2023	107075	ARAMARK	053123	ARAMARK - CLOTHING	10-300-51100	740.33	740.33
Total 111676:								740.33
111677								
06/23	06/09/2023	103120	BOBCAT OF THE COULE	0162837	SKID LOADER REPAIR	70-600-52220	277.57	277.57
Total 111677:								277.57
111678								
06/23	06/09/2023	106443	BRAUN, DAVID TY	060523	LIFEGUARD RECERT TR	10-411-52120	675.00	675.00
Total 111678:								675.00
111679								
06/23	06/09/2023	102008	CENTER POINT LARGE P	2017149	BOOKS	26-130-53400	147.42	147.42
Total 111679:								147.42
111680								
06/23	06/09/2023	100781	CITY OF LEWISTON	SCAMB010	JUNE CONSULTING SER	22-200-52010	5,500.00	5,500.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111680:								5,500.00
111681								
06/23	06/09/2023	105006	CIVIC PLUS	264263	MAY CIVIC REC FEES	10-130-52290	673.29	673.29
Total 111681:								673.29
111682								
06/23	06/09/2023	100064	CUSTOM COMMUNICATI	550986	FIX LIBRARY PANIC BUTT	26-130-52200	56.18	56.18
Total 111682:								56.18
111683								
06/23	06/09/2023	101020	FASTENAL COMPANY	MNPRE98543	SHOVELS	70-600-53370	442.70	442.70
Total 111683:								442.70
111684								
06/23	06/09/2023	102081	FIRE SAFETY USA	172709	295 PUMP INSPECT AND	21-210-52230	859.75	859.75
06/23	06/09/2023	102081	FIRE SAFETY USA	172710	296 PUMP INSECTION FO	21-210-52230	419.00	419.00
06/23	06/09/2023	102081	FIRE SAFETY USA	172711	SCBA COMPRESSOR SE	21-210-52210	250.00	250.00
Total 111684:								1,528.75
111685								
06/23	06/09/2023	105870	H&B AG SERVICES	744	SEEDING BULEVARDS	10-500-52220	410.00	410.00
Total 111685:								410.00
111686								
06/23	06/09/2023	100970	HBCI	164040623	PHONES/INTERNET	10-413-52100	1,561.90	1,561.90
Total 111686:								1,561.90
111687								
06/23	06/09/2023	107228	J. APPLESEED PUBLISHE	167272	BOOKS	26-130-53400	394.15	394.15
Total 111687:								394.15
111688								
06/23	06/09/2023	107261	JOHN DEERE FINANCIAL	052523	WATER WAGON	10-300-52220	118.10	118.10
Total 111688:								118.10
111689								
06/23	06/09/2023	105569	KIEFFER, MIKE	060623	ASH TREE STUMP GRIN	10-500-52220	350.00	350.00
Total 111689:								350.00
111690								
06/23	06/09/2023	5509	KING LUMBER CO.	251100	LUMBER	10-430-52220	84.90	84.90
Total 111690:								84.90
111691								
06/23	06/09/2023	107311	LAURES TRUCKING INC	052523	BLACKTOP REPAIR/WAT	71-610-52575	4,928.00	4,928.00

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
06/23	06/09/2023	107311	LAURES TRUCKING INC	060523	BLACK TOP / MIX FOR P	10-300-51330	570.00	570.00
Total 111691:								5,498.00
111692								
06/23	06/09/2023	107227	LERNER PUBLISHING GR	1459753	BOOKS	26-130-53400	80.71	80.71
Total 111692:								80.71
111693								
06/23	06/09/2023	104978	MIENERGY COOPERATIV	339765000052	MAY PURCHASED POWE	70-600-52350	64,619.51	64,619.51
06/23	06/09/2023	104978	MIENERGY COOPERATIV	485532	2" DUCT FOR ELECTRIC	70-600-53360	231.82	231.82
Total 111693:								64,851.33
111694								
06/23	06/09/2023	100359	MILLERS MARKET	053123	CAR WASHES	10-430-52230	65.75	65.75
06/23	06/09/2023	100359	MILLERS MARKET	053123FIRE	ANNUAL BANQUET	21-210-52140	52.67	52.67
Total 111694:								118.42
111695								
06/23	06/09/2023	6637	MISSISSIPPI WELDERS S	4073371	CO2 REFILL	71-610-52550	235.70	235.70
Total 111695:								235.70
111696								
06/23	06/09/2023	6584	MN DEPT OF COMMERC	1000049815	1ST QTR FY2024 INDIRE	70-600-52090	491.09	491.09
Total 111696:								491.09
111697								
06/23	06/09/2023	107354	MN DEPT OF TRANSPOR	060823	SIGN-KEIFFER	10-300-51360	561.00	561.00
Total 111697:								561.00
111698								
06/23	06/09/2023	105595	NEUMANN OIL COMPANY	60251	LEAD FREE GAS	10-300-51070	1,754.76	1,754.76
Total 111698:								1,754.76
111699								
06/23	06/09/2023	7540	PEPSI-COLA BOTTLING	9308631	POOL CONCESSIONS	10-411-51060	2,148.50	2,148.50
Total 111699:								2,148.50
111700								
06/23	06/09/2023	8609	RESCO	89792800	INSULATED CONNECTER	70-600-53370	599.44	599.44
Total 111700:								599.44
111701								
06/23	06/09/2023	9120	SELCO	051322	PC SUPPORT	26-130-52290	614.37	614.37
Total 111701:								614.37

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
111702								
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266774	metal bak emlem asae	10-430-52220	16.47	16.47
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266777	sponge, scour pad, cleaner	70-600-52220	44.58	44.58
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266831	batteries	26-130-52220	6.39	6.39
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266841	wire brushes	71-610-52220	15.14	15.14
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266851	disinfectant	26-130-51160	12.79	12.79
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266857	air filters	26-130-52220	31.96	31.96
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266881	linzer chip brush	70-600-52220	2.21	2.21
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266887	great stuff	71-610-52220	6.39	6.39
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266889	silicone	10-411-52220	35.65	35.65
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266898	spray paint	71-610-52220	14.60	14.60
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266902	spray paint	71-610-52220	7.30	7.30
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266918	fasteners	10-411-52220	12.84	12.84
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266927	shower hose repl	22-200-52220	15.56	15.56
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266940	concrete mix	10-430-52220	21.95	21.95
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266967	measuring cup	70-600-52220	8.21	8.21
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266992	gallon of paing, roller frame	71-610-52220	55.00	55.00
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266997	return/exchange roller	71-610-52220	1.82-	1.82-
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	266999	mole & gopher poison, ant	70-600-52220	17.92	17.92
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267001	pnt try liner	71-610-52220	2.71	2.71
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267021	mulch	26-130-52220	43.34	43.34
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267043	deer&rabbit repel	72-620-52220	27.41	27.41
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267046	multiscrews	10-430-52220	31.08	31.08
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267055	fasteners, wasp spray	10-430-52220	39.30	39.30
06/23	06/09/2023	102007	ST. CHARLES ACE HARD	267097	spray paint, chain link	10-430-52220	26.32	26.32
Total 111702:								493.30
111703								
06/23	06/09/2023	881	ST. CHARLES AUTO VAL	98044534	SKIDLOADER REPAIR	70-600-52220	162.45	162.45
Total 111703:								162.45
111704								
06/23	06/09/2023	100047	ST. CHARLES BAKERY	6470959	ANNUAL BANQUET	21-210-52140	88.95	88.95
Total 111704:								88.95
111705								
06/23	06/09/2023	9050	ST. CHARLES NAPA	562313	FLOOR DRY	10-300-52220	139.90	139.90
06/23	06/09/2023	9050	ST. CHARLES NAPA	562594	HYD FL	10-300-52230	195.98	195.98
06/23	06/09/2023	9050	ST. CHARLES NAPA	562824	OIL FILTER	70-600-52220	18.64	18.64
06/23	06/09/2023	9050	ST. CHARLES NAPA	562852	OIL FILTERS, OIL	70-600-52220	72.94	72.94
06/23	06/09/2023	9050	ST. CHARLES NAPA	563002	CABLE TIES-PARK	10-430-52220	22.49	22.49
06/23	06/09/2023	9050	ST. CHARLES NAPA	592625	HYD FL	10-300-52230	195.98	195.98
Total 111705:								645.93
111706								
06/23	06/09/2023	101380	ST. CHARLES PRESS	60033	TIF PUBLICATION	20-130-52160	201.00	201.00
Total 111706:								201.00
111707								
06/23	06/09/2023	102616	TJS TRUCKING & EXCAV	6337D	POOL WATER FEATRURE	10-411-52220	3,855.80	3,855.80

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 111707:								3,855.80
111708								
06/23	06/09/2023	106604	TRUGREEN	176350977	GRASS TREATMENT - GR	10-430-52270	2,635.71	2,635.71
Total 111708:								2,635.71
111709								
06/23	06/09/2023	101841	UMMEG	2860	SYSTEM CONTROL	70-600-52350	1,087.62	1,087.62
06/23	06/09/2023	101841	UMMEG	6172	RUGBY WIND	70-600-52350	12,835.27	12,835.27
06/23	06/09/2023	101841	UMMEG	6185	SOLAR	70-600-52350	22,957.24	22,957.24
06/23	06/09/2023	101841	UMMEG	6199	RATE STABILIZATION FU	70-600-52350	23,240.11	23,240.11
Total 111709:								60,120.24
111710								
06/23	06/09/2023	10006	UNIVERSAL TRUCK EQUI	60835	2024 MACK TRUCK	72-620-53300	50,505.70	50,505.70
Total 111710:								50,505.70
111711								
06/23	06/09/2023	105598	UTILITY CONSULTANTS, I	116233	4) COLIFORM TESTS	71-610-52090	92.40	92.40
Total 111711:								92.40
111712								
06/23	06/09/2023	107352	WHITEWATER BBQ LLC	42	ANNUAL BANQUET	21-210-52140	1,288.50	1,288.50
Total 111712:								1,288.50
111713								
06/23	06/09/2023	101238	ZIEGLER, INC.	SI000338319	CITY HALL GENERATOR	70-600-53150	1,794.28	1,794.28
Total 111713:								1,794.28
10000258								
06/23	06/08/2023	101498	AFLAC	793599	SEPT SUPP INS	10-21713	1,369.40	1,369.40
Total 10000258:								1,369.40
10000259								
06/23	06/08/2023	101758	AMERITAS	4392470623	DENTAL PREMIUMS	10-21706	367.01	367.01
Total 10000259:								367.01
10000260								
06/23	06/08/2023	107330	BLUE CROSS BLUE SHIE	230602316771	JULY HEALTH INSURANC	10-21706	22,545.94	22,545.94
Total 10000260:								22,545.94
10000261								
06/23	06/08/2023	5530	KWIK TRIP, INC.	30005500523	Park-Fuel	10-411-52120	627.99	627.99
Total 10000261:								627.99

GL Period	Check Issue Date	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
10000262								
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4579569874	EMS BUILD.-NATURAL G	22-200-52180	311.61	311.61
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4579699410	CHURCH-NATURAL GAS	10-440-52180	95.77	95.77
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4579909104	POOL-NATURAL GAS	10-411-52180	64.53	64.53
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4580061486	SENIOR CENTER-NATUR	10-440-52180	561.14	561.14
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4580384952	CITY CTY GARAGE-NATU	10-300-52180	95.96	95.96
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4580719024	LIBRARY-NATURAL GAS	26-130-52180	301.71	301.71
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4581746818	SHOP-NATURAL GAS	10-300-52180	173.72	173.72
06/23	06/08/2023	103628	MN ENERGY RESOURCE	4581768984	COLD STORAGE-NATUR	10-300-52180	79.64	79.64
Total 10000262:								1,684.08
10000263								
06/23	06/08/2023	106595	PSN	278550	RT24373-UTILITY	70-600-51020	3,016.81	3,016.81
06/23	06/08/2023	106595	PSN	278551	RT24374-OTHER	70-600-51020	1.65	1.65
06/23	06/08/2023	106595	PSN	278552	RT24383-ADM CIT	70-600-51020	4.70	4.70
06/23	06/08/2023	106595	PSN	278620	RT25031-BUILD PRM	70-600-51020	51.41	51.41
06/23	06/08/2023	106595	PSN	278621	RT25033-METER DEP	70-600-51020	28.55	28.55
06/23	06/08/2023	106595	PSN	278622	RT25034-ATV PRM	70-600-51020	3.93	3.93
06/23	06/08/2023	106595	PSN	278623	RT25036-PET LIC	70-600-51020	5.26	5.26
Total 10000263:								3,112.31
10000264								
06/23	06/08/2023	106776	THE HARTFORD	301712098422	LIFE INSURANCE	10-21706	557.48	557.48
Total 10000264:								557.48
10000265								
06/23	06/08/2023	102986	VERIZON WIRELESS	9935695002	LIBRARY HOTSPOT	26-130-52100	614.63	614.63
Total 10000265:								614.63
10000266								
06/23	06/08/2023	103836	WASTE MANAGEMENT	0003762-2808	MAY WIN CT TX	23-20550	27,142.10	27,142.10
Total 10000266:								27,142.10
10000267								
06/23	06/08/2023	104123	WEX BANK	89693839	MAY POLICE FUEL	10-220-51070	2,317.85	2,317.85
Total 10000267:								2,317.85
Grand Totals:								721,422.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-100-52120	157.20	.00	157.20
10-100-52190	1,991.45	.00	1,991.45
10-120-51490	170.75	.00	170.75
10-130-51040	271.30	.00	271.30
10-130-51070	62.14	.00	62.14
10-130-52030	2,887.50	.00	2,887.50

GL Account	Debit	Credit	Proof
10-130-52050	2,313.18	.00	2,313.18
10-130-52090	2,297.55	.00	2,297.55
10-130-52100	1,003.57	.00	1,003.57
10-130-52280	573.97	.00	573.97
10-130-52290	2,392.83	.00	2,392.83
10-150-52180	392.80	.00	392.80
10-150-52220	209.66	.00	209.66
10-20200	.00	127,166.71-	127,166.71-
10-21706	23,565.43	.00	23,565.43
10-21710	1,244.36	.00	1,244.36
10-21711	810.00	.00	810.00
10-21713	1,369.40	.00	1,369.40
10-220-51040	193.37	.00	193.37
10-220-51070	1,870.86	.00	1,870.86
10-220-52100	547.93	.00	547.93
10-220-52120	1,040.49	.00	1,040.49
10-220-52220	45.93	.00	45.93
10-220-52230	234.86	.00	234.86
10-220-52280	96.97	.00	96.97
10-220-52290	411.20	.00	411.20
10-220-52295	234.75	.00	234.75
10-220-52300	452.95	.00	452.95
10-230-52210	917.81	.00	917.81
10-300-51070	4,849.79	.00	4,849.79
10-300-51100	1,363.64	.00	1,363.64
10-300-51300	20,860.24	.00	20,860.24
10-300-51330	570.00	.00	570.00
10-300-51340	250.00	.00	250.00
10-300-51360	561.00	.00	561.00
10-300-52060	243.36	.00	243.36
10-300-52100	161.41	.00	161.41
10-300-52180	52.40	.00	52.40
10-300-52220	319.87	.00	319.87
10-300-52230	3,601.63	.00	3,601.63
10-411-51040	11.90	.00	11.90
10-411-51060	2,148.50	.00	2,148.50
10-411-51120	3,223.61	.00	3,223.61
10-411-52100	175.79	.00	175.79
10-411-52120	2,013.87	.00	2,013.87
10-411-52180	64.53	.00	64.53
10-411-52220	3,904.29	.00	3,904.29
10-413-52100	123.78	.00	123.78
10-413-52190	25.00	.00	25.00
10-413-52440	15,139.71	.00	15,139.71
10-430-51180	14,000.56	.00	14,000.56
10-430-52220	465.64	.00	465.64
10-430-52230	125.75	.00	125.75
10-430-52250	353.78	.00	353.78
10-430-52260	600.00	.00	600.00
10-430-52270	2,635.71	.00	2,635.71
10-440-52180	307.26	.00	307.26
10-440-52220	463.48	.00	463.48
10-500-51140	30.00	.00	30.00
10-500-52220	760.00	.00	760.00
20-130-52160	605.41	.00	605.41
20-130-52205	4,085.21	.00	4,085.21
20-20200	.00	4,690.62-	4,690.62-
21-20200	.00	9,795.81-	9,795.81-

GL Account	Debit	Credit	Proof
21-210-51070	248.13	.00	248.13
21-210-52100	432.50	.00	432.50
21-210-52120	4,500.00	.00	4,500.00
21-210-52140	1,430.12	.00	1,430.12
21-210-52170	296.00	.00	296.00
21-210-52180	155.81	.00	155.81
21-210-52200	112.50	.00	112.50
21-210-52210	1,192.00	.00	1,192.00
21-210-52230	1,278.75	.00	1,278.75
21-210-53370	150.00	.00	150.00
22-200-51070	198.86	.00	198.86
22-200-52010	10,464.00	.00	10,464.00
22-200-52100	308.76	.00	308.76
22-200-52180	155.80	.00	155.80
22-200-52200	137.50	.00	137.50
22-200-52220	30.98	.00	30.98
22-20200	.00	11,295.90-	11,295.90-
23-130-51350	23,343.59	.00	23,343.59
23-130-51600	2,204.75	.00	2,204.75
23-130-52290	816.40	.00	816.40
23-20200	.00	30,163.25-	30,163.25-
23-20550	2,170.58	.00	2,170.58
23-20560	1,627.93	.00	1,627.93
25-130-53530	12,626.43	.00	12,626.43
25-130-53560	63,082.00	.00	63,082.00
25-130-53575	864.00	.00	864.00
25-20200	.00	76,572.43-	76,572.43-
26-130-51040	89.51	.00	89.51
26-130-51160	19.12	.00	19.12
26-130-52090	952.00	.00	952.00
26-130-52100	114.34	.00	114.34
26-130-52130	62.54	.00	62.54
26-130-52180	301.71	.00	301.71
26-130-52200	10,094.27	.00	10,094.27
26-130-52220	152.11	.00	152.11
26-130-52280	203.79	.00	203.79
26-130-52290	655.74	.00	655.74
26-130-53400	1,460.19	.00	1,460.19
26-130-53420	211.61	.00	211.61
26-130-53430	79.71	.00	79.71
26-20200	.00	14,396.64-	14,396.64-
70-20200	608.65	350,005.63-	349,396.98-
70-600-51020	3,112.31	.00	3,112.31
70-600-52060	4,487.80	.00	4,487.80
70-600-52090	1,100.64	.00	1,100.64
70-600-52100	762.72	.00	762.72
70-600-52180	296.92	.00	296.92
70-600-52200	250.00	.00	250.00
70-600-52220	1,279.91	.00	1,279.91
70-600-52290	819.40	.00	819.40
70-600-52350	244,388.51	.00	244,388.51
70-600-52360	17,712.88	.00	17,712.88
70-600-52525	414.38	608.65-	194.27-
70-600-53150	1,794.28	.00	1,794.28
70-600-53250	12,626.42	.00	12,626.42
70-600-53330	3,521.34	.00	3,521.34
70-600-53350	56,164.16	.00	56,164.16
70-600-53360	231.82	.00	231.82

GL Account	Debit	Credit	Proof
70-600-53370	1,042.14	.00	1,042.14
71-20200	1.82	36,117.51-	36,115.69-
71-610-51180	70.00	.00	70.00
71-610-52090	4,389.05	.00	4,389.05
71-610-52100	491.52	.00	491.52
71-610-52200	4.15	.00	4.15
71-610-52220	587.84	1.82-	586.02
71-610-52290	816.40	.00	816.40
71-610-52550	235.70	.00	235.70
71-610-52575	4,928.00	.00	4,928.00
71-610-53250	12,626.43	.00	12,626.43
71-610-53380	1,068.94	.00	1,068.94
71-610-53605	9,781.12	.00	9,781.12
71-610-53615	1,051.70	.00	1,051.70
71-610-53890	66.66	.00	66.66
72-20200	.00	61,619.97-	61,619.97-
72-620-52060	16.75	.00	16.75
72-620-52090	52.00	.00	52.00
72-620-52100	55.91	.00	55.91
72-620-52220	27.41	.00	27.41
72-620-52290	816.40	.00	816.40
72-620-52370	48,025.08	.00	48,025.08
72-620-53300	12,626.42	.00	12,626.42
73-20200	.00	208.00-	208.00-
73-630-53200	208.00	.00	208.00
Grand Totals:	<u>722,642.94</u>	<u>722,642.94-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"



City Administrator's Report— May 2023

- Attended Meetings Regarding:
 - Chamber of Commerce
 - Planning Meeting
 - Council Meetings
 - Ambulance Steering Committee
 - School Strategic Plan Meeting
 - EMS Open House

- Ambulance
 - Meeting with Director and Lewiston Administrator – future planning.
 - Development of materials for steering committee.

- Building permit dispute between property owners.

- Cleanup day.

- Letter of Support – Hometown Resource Center

- Job Listings/Descriptions/Planning

- Compensation study information.

- Zoning Administration
 - Reviewed preliminary plat for Southfork Fifth Addition.
 - Issued nuisance letters.
 - Various permitting disputes.

May 2023 Public Works Report:

Street Department –

Replacing curbs (jackhammer out, form up new, pour new); Fixing entrance at truck stop (rock and dirt seed); Dirt and seed misc. areas around town; fixed a couple of culverts (repair bands) concrete around; Cutting trees; cleaning up fairgrounds; sweeping streets; repair gate valves; flush out gate valves; Pick up pavers for 11th St. memorial and set them, repair sweeping; clean out catch basins; put up signs; put up flowers on Main St. and water them; black top patching; spraying weeds; change oil on multiple vehicles; washing multiple vehicles; repair water main on Main St.; haul compost and brush.

Water Department –

Daily rounds to check on wells, lift stations and booster pumps; Water samples repair six hydrants; daily finals; painted well 5 building; cut trees and shrubs; assisted the street dept and electric department on several jobs; replace meters that were not working; repair backflow preventer and install on well 5; hand out disconnect slips; repair fiberglass junction box and painted.

Electric Department –

Repair lights around town; clean up pole yard; unload transformer; fix banners; run generators; clean up the power plan; work with custom alarm on the power plant; install and remove ballfield score boards; replacing old secondary ped.; Inspect and send in rubber goods; disconnect tags; working on and energize open bank at cold storage; Remove old siren pole and put in new one, transfer all the equipment; Replacing wire that has gone bad; Putting in new transformers, J-Boxes, and putting in new wire and services on Brownell St.; Making up elbows on primary wire; do disconnects and reconnects; Spraying the substation, power plant and pole yard; Power outages; remove and install secondary for customers that are cutting down trees; inspection on six sirens with the inspector; daily locates

All employees attended safety meetings, washed vehicles, and kept the buildings picked up.

Sincerely Scott Bunke

Director of Public Works

St. Charles Police Department
830 Whitewater Ave.
St. Charles, MN 55972
Chief, Jose Pelaez #601
(507) 932-8020



June 13, 2023

- Through the month of May, Officers completed OSHA-mandated *Hearing Conservation* (PATROL) training.
- Through the month of May, Officers completed LEXIPO's policy Daily Training Bulletins.
- May 3, Chief Pelaez attended the Southeast-Minnesota TZD Regional Conference (Rochester, MN)
- May 8-12, Chief Pelaez completed the last of three FBI-Law Enforcement Executive Development Association (LEEDA) leadership courses and was presented with the FBI-LEEDA Trilogy Award. The FBI-LEEDA Trilogy consists of the following 1-week leadership courses for a total of 84 credit hours: Supervisory Leadership Institute (SLI), Command Leadership Institute (CLI), and Executive Leadership Institute (ELI).
- May 17, Sgt. Jones attended the Less-Lethal Weapons Instructor Certification Course in Sherburne County, and he is now our new less-lethal weapons instructor.
- May 24, Chief Pelaez and Ofc. Floerke participated in conducting mock job interviews at the St. Charles High School.
- May 25, All SCPD's speed radars (squad cars) passed their annual test/calibration.
- May 25-26, Ofc. Hohensee attended Defensive Edge's SLR-15 Rifle Armorer Certification Course and he is now our new AR-15 Armorer. This certification will allow our department to conduct in-house repairs, inspection, maintenance, and record keeping of our service rifles.

Respectfully submitted,

Chief, Jose Pelaez

INTEGRITY – RESPECT – EXCELLENCE – HONOR - COMPASSION



LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



June 13, 2023 Council Report



Mayor Schaber & Council
CC: Administrator Langholz

-Attached you will find reports for the month of May. The St. Charles crew handled 26 incidents for the month and made contact with 23 patients. 8 additional incidents were handled by the Lewiston crew. The YTD call total at the end of May was 131 incidents. This is a +69-increase compared to 2022 and due to more staffing than what was available last year. The monthly incident detail report is included that shows the dispatch reasons. Additional reports in the packet show the “on-call” schedule for the month of May along with a breakdown of “call hours” each member provided. 31 days x 24 hours of coverage= 744 hours needed. With the help of Lewiston staff, we covered the truck 592 of 744 hours (80%). If no staff were available, the truck then came out of Lewiston (152 hours) during the month (20%).

-Both part-time EMT positions (Katie Kramer & Jacob Smith) as well as the part-time temporary position (Grace Chamberlin) have been filled since 5/24/23. They have already been scheduled for the months of June & July with the goal to fill in around them with volunteers, or take the burden off the volunteers at certain times.

-An interview panel was established and conducted interviews on 5/20 & 5/31. 3 new volunteers were recommended for hire to work at the SC station. All 3 of these new hires already have their EMT certification and will be able to start helping immediately.

-We currently have 9 interested candidates enrolled in our Ride Along program. They have been asked to sign up for shifts before they are interviewed for consideration to join and attend an EMT course.

-An EMT course has been scheduled for the Fall of 2023. It will be held in St. Charles. We will need 12 interested candidates from around the area to make the class happen.

-Training was conducted on 05/10/23 by our Training Officer Todd Cage. Members practiced IV's and new ride along candidates were present to meet the crew. We will continue with in-service training over the summer. Crew has also provided standby coverage for 3 training burns conducted by the SCFD.

-On Thursday May 25th, we held an open house for the community to celebrate EMS Week. We provided a meal, had a recruitment table, and passed out items for the kids. It was a good start to continue building our image within the community!

LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



June 13, 2023 Council Report



-A steering committee for the Ambulance has been established with current members. Nathan Boice & Scott Schossow have been appointed the council liaisons and will update you on their work.

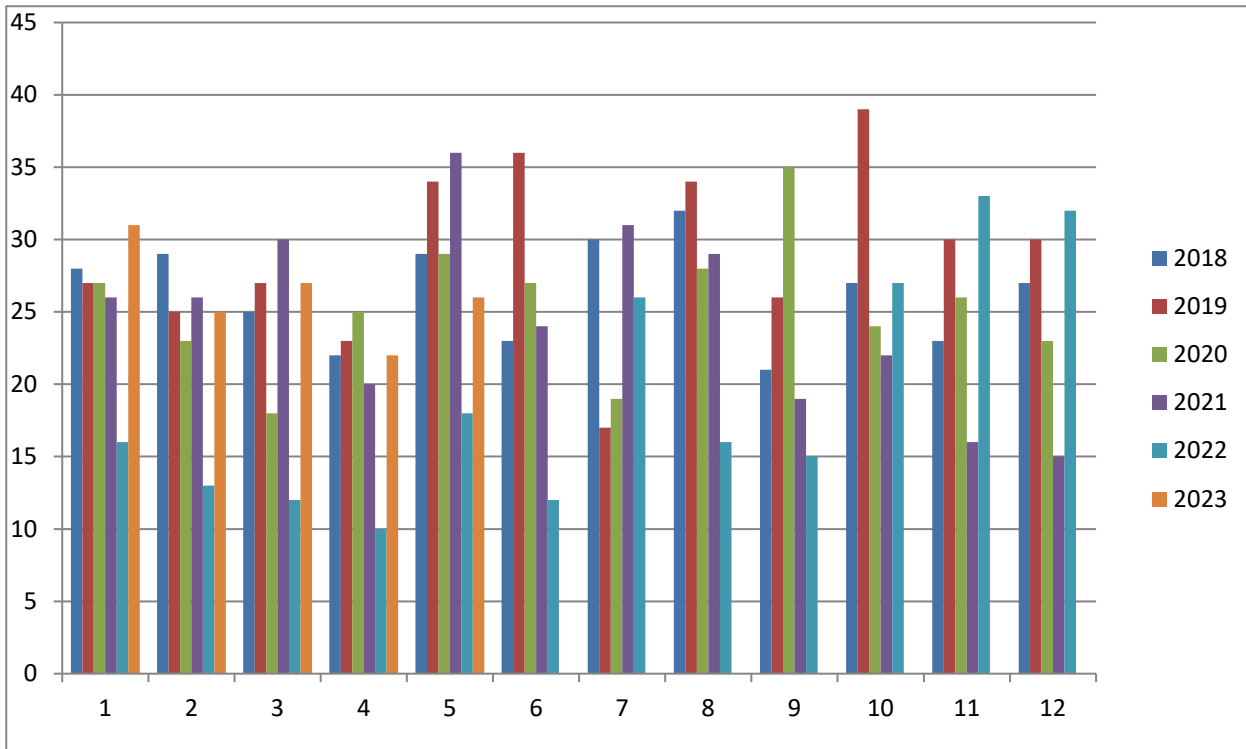
-Please feel free to contact me with any questions or concerns.

Matt Essig
Director
Lewiston Ambulance
St. Charles Ambulance
ambulance@lewistonmn.org
ambulance@stcharlesmn.org
507-523-2982

St. Charles Ambulance Report
01/01/2023-05/31/2023

	2018	2019	2020	2021	2022	2023	Month Avg	Pts
January	28	27	27	26	16	31	25.83	28
February	29	25	23	26	13	25	23.50	25
March	25	27	18	30	12	27	23.17	26
April	22	23	25	20	10	22	20.33	22
May	29	34	29	36	18	26	28.67	23
June	23	36	27	24	12		24.40	
July	30	17	19	31	26		24.60	
August	32	34	28	29	16		27.80	
September	21	26	35	19	15		23.20	
October	27	39	24	22	27		27.80	
November	23	30	26	16	33		25.60	
December	27	30	23	15	32		25.40	
Total Runs	316	348	304	294	230	131		124
Mid Year (June 30th)	156	172	149	162	81			
Monthly Avg	26.3	29.0	25.3	24.5	19.2	26.2		

AMBULANCE RUNS BY MONTH

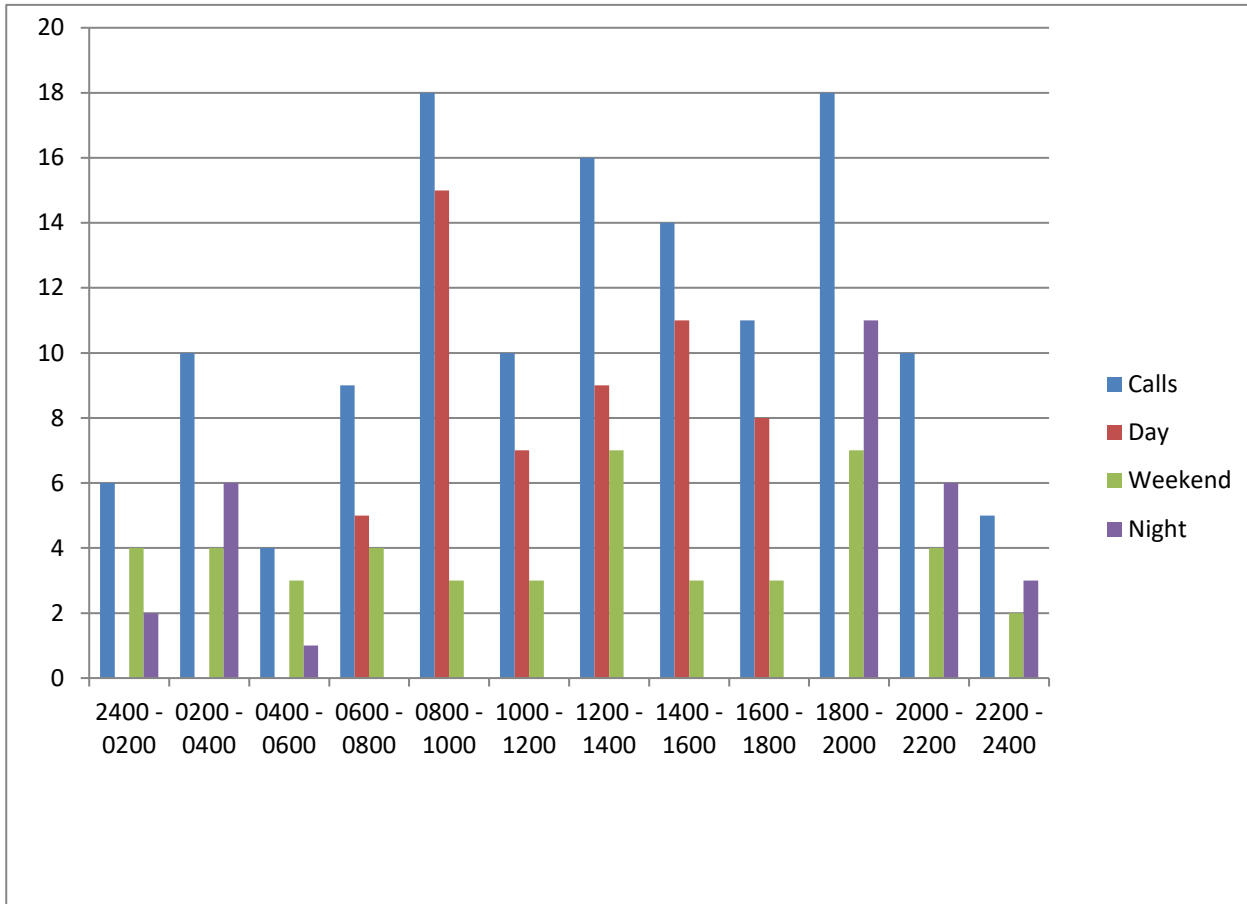


St. Charles Ambulance Report
01/01/2023-05/31/2023

Times	Calls	Day	Weekend	Night	Pts
2400 - 0200	6		4	2	6
0200 - 0400	10		4	6	10
0400 - 0600	4		3	1	4
0600 - 0800	9	5	4		6
0800 - 1000	18	15	3		16
1000 - 1200	10	7	3		10
1200 - 1400	16	9	7		16
1400 - 1600	14	11	3		14
1600 - 1800	11	8	3		10
1800 - 2000	18		7	11	17
2000 - 2200	10		4	6	10
2200 - 2400	5		2	3	5
	131	55	47	29	124

42% of Calls During Day
36% of Calls During Weekend
22% of Calls During Night

CALLS BY TIME



May 2023
St. Charles Ambulance Incident Detail

Incident Date	Call #	Disposition	Dispatch Complaint	Incident City
May 2023	SC 23-106	Treated, Transferred Care to Another EMS Unit or Agency	Traffic/Transportation Incident	City of Saint Charles
May 2023	SC 23-107	Treated, Transported by Private Vehicle	Well Person Check	City of Saint Charles
May 2023	SC 23-108	Transport Refused by Patient (AMA)	Sick Person	City of Saint Charles
May 2023	SC 23-109	Treated, Transported by Private Vehicle	Heart Problems/AICD	City of Saint Charles
May 2023	SC 23-110	Treated & Transported by this EMS Unit	Abdominal Pain/Problems	City of Saint Charles
May 2023	SC 23-111	Standby - No Patient Contacts	Fire	City of Saint Charles
May 2023	SC 23-112	Person Refused Evaluation, Care, and Transport	Falls	City of Saint Charles
May 2023	SC 23-113	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
May 2023	SC 23-114	Treated & Transported by this EMS Unit	Medical Transport	City of Saint Charles
May 2023	SC 23-115	Treated and Released (per protocol)	Falls	City of Saint Charles
May 2023	SC 23-116	Treated and Released (per protocol)	Falls	City of Saint Charles
May 2023	SC 23-117	No Treatment/Transport Required	Falls	City of Saint Charles
May 2023	SC 23-118	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
May 2023	SC 23-119	Treated and Released (per protocol)	Falls	City of Saint Charles
May 2023	SC 23-120	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
May 2023	SC 23-121	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
May 2023	SC 23-122	Treated & Transported by this EMS Unit	Breathing Problem	City of Saint Charles
May 2023	SC 23-123	Treated & Transported by this EMS Unit	Convulsions/Seizure	City of Saint Charles
May 2023	SC 23-124	Treated & Transported by this EMS Unit	Falls	City of Saint Charles
May 2023	SC 23-125	No Treatment/Transport Required	Falls	City of Saint Charles
May 2023	SC 23-126	Treated & Transported by this EMS Unit	Overdose/Poisoning/Ingestion	City of Saint Charles
May 2023	SC 23-127	No Treatment/Transport Required	Unconscious/Fainting/Near-Fainting	City of Saint Charles
May 2023	SC 23-128	No Treatment/Transport Required	Falls	City of Saint Charles
May 2023	SC 23-129	Treated & Transported by this EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
May 2023	SC 23-130	Canceled Prior to Arrival at Scene	Traffic/Transportation Incident	City of Saint Charles
May 2023	SC 23-131	Canceled Prior to Arrival at Scene	Alcohol/Substance Abuse/Withdrawal	City of Saint Charles

TOTAL INCIDENTS: 26
PATIENT CONTACTS: 23

May 2023 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	May 1 SC Amb Lewiston Ambulance 06:00-18:00 Todd Cage 18:00-00:00 Scott Schossow 18:00-20:00 Nathan Boice 18:00-00:00 Dominic Rentz 18:00-06:00 Aaron Carlson 20:00-03:00 Nathan Boice * 00:00-06:00 Kenny Loftus * 00:00-06:00	2 SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Todd Cage 18:00-05:00 Scott Schossow * 05:00-06:00	3 SC Amb Lewiston Ambulance 06:00-08:00 Miranda Schell 08:00-17:00 Jacob Smith 08:00-17:00 Jerel Mockenhaupt 09:00-18:00 Nathan Boice 17:00-06:00 Todd Cage 17:00-06:00 Sarah Ferden 18:00-00:00	4 SC Amb Lewiston Ambulance 06:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Gary Majerus 22:00-06:00	5 SC Amb Gary Majerus 06:00-20:00 Mark Graham 06:00-18:00 Brian Roussel 06:00-19:00 Cassara Pelaez 17:00-20:00 Sarah Ferden 18:00-06:00 Todd Cage 20:00-06:00 Gary Majerus 20:00-06:00	6 SC Amb Gary Majerus 06:00-06:00 Todd Cage 06:00-06:00 Isaiah Brindamour 06:00-14:00 Brittany Stejskal 14:00-22:00
7 SC Amb Lewiston Ambulance 06:00-18:00 Aaron Carlson 18:00-06:00 Madison Arndt 18:00-06:00 Kenny Loftus 18:00-06:00 Brittany Stejskal 18:00-02:00	8 SC Amb Lewiston Ambulance 06:00-08:00 Katherine Kramer 08:00-18:00 Paige Dailey 08:00-17:00 Austin Fohrman 08:00-09:00 Matt Essig 09:00-11:00 Austin Fohrman 11:00-18:00 Aaron Carlson 17:00-06:00 Cassara Pelaez 18:00-20:00 Scott Schossow 18:00-06:00 Gary Majerus 20:00-06:00	9 SC Amb Lewiston Ambulance 06:00-10:00 Gary Majerus 10:00-18:00 Terese Market 10:00-17:00 Mark Graham 17:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Madison Arndt 18:00-06:00 Dominic Rentz 18:00-06:00	10 SC Amb Gary Majerus 06:00-08:00 Mark Graham 06:00-08:00 Miranda Schell 08:00-17:00 Jacob Smith 08:00-17:00 Jerel Mockenhaupt 09:00-18:00 Nathan Boice 17:00-06:00 Aaron Carlson 17:00-06:00 Sarah Ferden 18:00-00:00 Friedrich Weissing 18:00-06:00 Todd Cage * 00:00-06:00	11 SC Amb Gary Majerus 06:00-12:00 Mark Graham 06:00-12:00 Brian Roussel 08:00-12:00 Lewiston Ambulance 12:00-18:00 Cassara Pelaez 18:00-20:00 Scott Schossow 18:00-06:00 Austin Fohrman 18:00-06:00 Brittany Stejskal 18:00-06:00 Todd Cage 20:00-00:00	12 SC Amb Austin Fohrman 06:00-08:00 Marshall Ruhoff 06:00-08:00 Brittany Stejskal 06:00-18:00 Katherine Kramer 08:00-20:00 Kristine Engstrand 08:00-18:00 Mark Graham 18:00-20:00 Paige Dailey 18:00-20:00 Jared Hutsell 20:00-06:00 Todd Cage 20:00-06:00	13 SC Amb Todd Cage 06:00-08:00 Shiela Burt 06:00-13:00 Marshall Ruhoff 06:00-08:00 Marshall Ruhoff 08:00-10:00 Kenny Loftus 08:00-10:00 Katherine Kramer 10:00-18:00 Paige Dailey 10:00-18:00 Kenny Loftus 13:00-15:30 Aaron Carlson 18:00-06:00 Mark Graham 18:00-20:00 Kenny Loftus 20:00-23:00 Todd Cage 23:00-06:00
14 SC Amb Todd Cage 06:00-08:00 Aaron Carlson 06:00-12:00 Katherine Kramer 08:00-18:00 Kenny Loftus 12:00-16:00 Scott Schossow 16:00-18:00 Nathan Boice 18:00-06:00 Kenny Loftus 18:00-06:00 Aaron Carlson 22:00-06:00	15 SC Amb Lewiston Ambulance 06:00-08:00 Katherine Kramer 08:00-18:00 Jacob Smith 08:00-17:00 Mark Graham 08:00-18:00 Cassara Pelaez 17:00-20:00 Todd Cage 18:00-00:00 Jared Hutsell 20:00-00:00 Aaron Carlson * 00:00-06:00 Scott Schossow * 00:00-06:00	16 SC Amb Lewiston Ambulance 06:00-18:00 Cassara Pelaez 18:00-20:00 Scott Schossow 18:00-06:00 Madison Arndt 18:00-06:00 Todd Cage 20:00-06:00	17 SC Amb Lewiston Ambulance 06:00-08:00 Matt Essig 08:00-17:00 Mark Graham 08:00-09:00 Shiela Burt 09:00-14:00 Jerel Mockenhaupt 09:00-18:00 Mark Graham 14:00-18:00 Cassara Pelaez 17:00-20:00 Aaron Carlson 18:00-06:00 Sarah Ferden 18:00-00:00 Nathan Boice 20:00-06:00 Todd Cage * 00:00-06:00	18 SC Amb Lewiston Ambulance 06:00-09:00 Todd Cage 09:00-17:00 Terese Market 09:00-17:00 Scott Schossow 17:00-06:00 Austin Fohrman 17:00-06:00 Aaron Carlson 22:00-06:00	19 SC Amb Lewiston Ambulance 06:00-15:00 Jacob Smith 15:00-20:00 Madeline Murphy 15:00-06:00 Dave Fruth 18:00-06:00 Jared Hutsell 20:00-06:00 Gary Majerus 20:00-06:00	20 SC Amb Gary Majerus 06:00-18:00 Madeline Murphy 06:00-18:00 Dave Fruth 06:00-06:00 Jared Hutsell 18:00-06:00 Gary Majerus 18:00-06:00 Shiela Burt 18:00-22:00 Todd Cage 22:00-06:00
21 SC Amb Todd Cage 06:00-09:00 Mark Graham 06:00-09:00 Lewiston Ambulance 09:00-20:00 Aaron Carlson 20:00-06:00 Todd Cage 20:00-00:00 Kenny Loftus * 00:00-06:00	22 SC Amb Lewiston Ambulance 06:00-17:00 Cassara Pelaez 17:00-20:00 Aaron Carlson 17:00-06:00 Todd Cage 19:00-00:00 Jared Hutsell 20:00-00:00 Kenny Loftus * 00:00-06:00	23 SC Amb Lewiston Ambulance 06:00-18:00 Nathan Boice 18:00-06:00 Scott Schossow 18:00-06:00 Aaron Carlson 18:00-06:00 Anna Todd 22:00-00:00 Brittany Stejskal * 00:00-06:00	24 SC Amb Lewiston Ambulance 06:00-08:00 Miranda Schell 08:00-17:00 Jacob Smith 08:00-17:00 Shiela Burt 08:00-09:00 Dave Fruth 08:00-18:00 Jerel Mockenhaupt 09:00-17:00 Cassara Pelaez 17:00-20:00 Mark Graham 17:00-20:00 Jacob Smith 17:00-18:00 Todd Cage 18:00-06:00 Anna Todd 18:00-06:00 Nathan Boice 20:00-06:00 Kenny Loftus 20:00-06:00	25 SC Amb Lewiston Ambulance 06:00-08:00 Kristine Engstrand 08:00-17:00 Mark Graham 08:00-18:00 Anna Todd 08:00-13:00 Matt Essig 08:00-14:00 Cassara Pelaez 17:00-20:00 Matt Essig 17:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Rebecca Patzner 18:00-03:00	26 SC Amb Katherine Kramer 06:00-14:00 Austin Fohrman 06:00-08:00 Anna Todd 06:00-13:00 Matt Essig 08:00-14:00 Lewiston Ambulance 14:00-20:00 Jared Hutsell 20:00-06:00 Gary Majerus 20:00-06:00 EMT/EMR 20:00-22:00 Student/Ride Along 20:00-06:00 Dave Fruth 22:00-06:00	27 SC Amb Gary Majerus 06:00-18:00 Shiela Burt 06:00-13:00 Dave Fruth 06:00-13:00 Katherine Kramer 08:00-18:00 Dave Fruth 13:00-18:00 Lewiston Ambulance 18:00-06:00
28 SC Amb Katherine Kramer 06:00-18:00 Dave Fruth 06:00-06:00 Shiela Burt 06:00-18:00 Student/Ride Along 06:00-06:00 Jared Hutsell 18:00-22:00 Kenny Loftus 18:00-06:00 Kristine Engstrand 22:00-06:00	29 SC Amb Kristine Engstrand 06:00-08:00 Kenny Loftus 06:00-06:00 EMT/EMR 06:00-06:00 Friedrich Weissing 06:00-17:00 Katherine Kramer 08:00-18:00 Student/Ride Along 17:00-06:00 Todd Cage 18:00-00:00 Kristine Engstrand * 00:00-06:00	30 SC Amb Lewiston Ambulance 06:00-08:00 Kristine Engstrand 08:00-14:00 Mark Graham 08:00-14:00 Lewiston Ambulance 14:00-18:00 Cassara Pelaez 18:00-20:00 Scott Schossow 18:00-06:00 Todd Cage 18:00-06:00 Nathan Boice 20:00-06:00	31 SC Amb Todd Cage 06:00-08:00 Mark Graham 06:00-18:00 Miranda Schell 08:00-17:00 Jerel Mockenhaupt 09:00-17:00 Aaron Carlson 17:00-20:00 Cassara Pelaez 17:00-20:00 Sarah Ferden 18:00-00:00 Nathan Boice 20:00-06:00 Kenny Loftus 20:00-06:00 Todd Cage * 00:00-06:00	RED= LEWISTON AMBULANCE COVERED YELLOW- LEWISTON AMBULANCE EMPLOYEE GREEN= PT. EMPLOYEE (SC) PURPLE= RIDE ALONG NO COLOR= SC VOLUNTEER		

* Indicates time starts on following calendar day

NOTE: Dave Fruth became an official member on 5/24/23 @6pm. Holds current MN EMT Certification

MAY 2023 CALL HOUR REPORT-SC AMBULANCE

<i>Member</i>	<i>Weekday</i>	<i>Weekend</i>	<i>Total</i>	
Cage, Todd	113	70	183	
Ambulance, Lewiston	115	37	152	
Majerus, Gary	46	92	138	
Carlson, Aaron	87	48	135	
Boice, Nathan	114	12	126	
Schossow, Scott	118	2	120	
Loftus, Kenny	56	53.5	109.5	
Kramer, Katherine	48	42	90	PT EMPLOYEE
Graham, Mark	67	7	74	
Fohrman, Austin	61	0	61	
Hutsell, Jared	8	46	54	
Mockenhaupt, Jerel	43	0	43	
Smith, Jacob	40	2	42	PT EMPLOYEE
Engstrand, Kristine	33	8	41	
Fruth, Dave	0	37	37	
Arndt, Madison	24	12	36	
Burt, Shiela	6	30	36	
Ferden, Sarah	24	12	36	
Schell, Miranda	36	0	36	PT EMPLOYEE-LEWISTON
Pelaez, Cassara	27	2	29	
Murphy, Madeline	3	24	27	LEW VOLUNTEER
Dailey, Paige	9	10	19	
Essig, Matt	18	0	18	FT EMPLOYEE-LEWISTON
Market, Terese	15	0	15	
Ruhoff, Marshall	2	4	6	
TOTALS	1113	550.5	1663.5	

RIDE ALONG SHIFTS

Fruth, Dave	10	43	53
Stejskal, Brittany	30	16	46
Todd, Anna	26	0	26
Rentz, Dominic	24	0	24
Weissing, Friedrich	23	0	23
Roussell, Brian	16	1	17
Patzner, Rebecca	9	0	9
Brindamour, Isaiah	0	8	8
Borck, Emily	0	0	0
Bornholdt, Kristi	0	0	0
Evjen, Britney	0	0	0
Gasca Rojas, Juan	0	0	0
Kramer, Daniel	0	0	0
Meyer, Brenden	0	0	0
TOTALS	138	68	206

31 days x 24 hours= 744 total hours

524 hours of 744 total hours covered by SC Volunteers + new PT Employees= 70%

592 hours of 744 total hours covered by SC with Lewiston Help= 80%

152 of 744 total hours no truck staffed in SC and comes out of Lewiston= 20%

2023 ST. CHARLES AMBULANCE ROSTER

Name	Title	Residency Location	
Arndt, Madison	EMT	La Crosse, WI	
Boice, Nathan	EMT	St. Charles	
Brindamour, Isaiah	EMT	La Crosse, WI	
Burt, Sheila	EMR	St. Charles	
Cage, Todd	Paramedic	St. Charles	
Carlson, Aaron	EMT	St. Charles	
Chamberlin, Grace	EMT	Rochester	PT TEMPORARY EMPLOYEE
Dailey, Paige	EMT	Winona	
Engstrand, Kristine	Paramedic	St. Charles	
Ferden, Sarah	EMT	St. Charles	
Fohrman, Austin	EMT	St. Charles	
Fruth, Dave	EMT	Winona	
Graham, Mark	EMR	St. Charles	
Hutsell, Jared	EMT	St. Charles	
Kramer, Katherine	EMT	Winona	PT EMPLOYEE + VOLUNTEER
Loftus, Kenny	EMR	St. Charles	
Majerus, Gary	EMT	St. Charles	
Market, Terese	EMT	Winona	
Mockenhaupt, Jerel	EMT	St. Charles	
Pelaez, Cassara	EMT	St. Charles	
Ruhoff, Marshall	EMT	St. Charles	
Schossow, Scott	EMT	St. Charles	
Smith, Jacob	EMT	Lewiston	PT EMPLOYEE
Weissing, Friedrich	EMT	Utica	



Request for City Council Action

Date: June 8, 2023

Requested Council Date: June 13, 2023

Originating Department: Administration

Council Action Requested: Approve the quote for Laserfiche from OPG3 and purchase the Canon DR-6030C Work Group Scanner utilizing American Rescue Plan Act funding.

Background Information:

At the March 15, 2023 Work Session I recommended to the council that the city pursue a digital record management system named Laserfiche. Since that time Shelly Schossow and I have developed an RFP, sent it to several vendors, and reviewed the submissions. Three vendors submitted quotes (attached), with OPG3 being the lowest bidder with a startup cost of \$11,505.00 and an annual license fee of \$3,100.00 . I have worked with OPG3 previously and am comfortable working with them again.

The RFP did ask for separate quotes for scanning our documents. Unfortunately, the estimated cost for scanning was between \$30,000 - \$70,000. We have pivoted to scan documents in-house, which is what my previous community chose to do too. We received recommendations for scanners with the Canon DR-6030C Work Group Scanner coming in at approximately \$2,995.00. This scanner can handle 100 sheets at a time and paper up to 11x17 inches, which will cover most of our documents, other than maps.

I propose that we use American Rescue Plan Act funding to make these purchases.



Laserfiche RFP Quotes

	CDI	Momentum	OPG-3
Software			
Site License	\$3,100/yr	\$3,100/yr	\$3,100/yr
Small City Cloud Storage	5TB Storage	5TB Storage	10TB Storage
Services			
Install/Coniguration	100/hr package \$16,200	\$2,960	\$205/hr - Qty 3 = \$615
Per hour service labor	\$175/hr Pre-purchased	\$215/hr	\$205/hr
Workflow			
Cities under 10K			\$7,790
Project Work		\$7,800	
Year 1 Total	\$ 19,300.00	\$ 13,860.00	\$ 11,505.00
Subsequent years maintenance	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00
Harware			
Scanner			
Canon DR-6030C Work group Scanner 100 sheets (daily 10,000 scans)	\$2,995	\$2,995	\$2,995
Grand Total Startup	\$22,295	\$16,855	\$14,500



Request for Proposals

Laserfiche Document Management System

Proposals Due: May 15, 2023

St. Charles City Hall Attn: Shelly Schossow

830 Whitewater Ave St. Charles MN 55972

Questions can be directed to Shelly Schossow via email at mschossow@stcharlesmn.org

City of St. Charles is requesting pricing quotes for secure cloud service solution of a document management, specifically Laserfiche software.

We are a community of just under 4,000 residents, a five-member City Council, and four active Boards and Commissions. We have a total of 21 fulltime employees across all our departments possibly only 6 employees would need access to the document management system. The services which we store documents for include: building & construction permitting, utility billing, water, waste water, sewer, and electrical, we are also a pass through biller for our residential garbage service, parks & recreation, financial and personnel. We do have emergency management departments of the Fire, Police, & Ambulance. However, currently we are not looking to integrate their records in this service.

Current State of Record Storage –

- Physical File Storage Room –
 - Finance and accounting records have approximately thirty-five totes and twelve file drawers ranging from permanent to disposable paper records awaiting retention limits.
 - Building permits area which currently takes up approximately three vertical five drawer file cabinets and space on top for rolled plans.
 - Utilities area has transitioned to more electronic records than physical copies as reports have been able to transition to PDF and be downloaded from the Utility database. We are still holding approximately twelve plastic totes of utility billing reports and ten file cabinet drawers.
 - Council, Commission, and Committees area is currently consisting of binders from the past 20 years of council packets and agendas in addition to six plastic totes and a four drawer fireproof safe file cabinet.
 - City rolled plans are currently housed in a variety of flat file cabinets (currently taking up 15 drawers) and cardboard storage bins. These files must be unrolled and re-rolled each time with no clear labeled organization.

- Electronic File Storage
 - Currently housed on our server as a shared folder and secured by permissions set through IT service.
 - Organization is somewhat by user job description and somewhat by subject.
 - We do not identify clearly last modified dates or authors/editors.
 - We do not have a way to identify individual documents as approved by council or final vs draft unless we change the document title.
 - Public documents are currently uploaded to our website creating a duplicate file.
 - An attempt was made to utilize a google drive shared to our website. However, complaints came in stating it was taking too long to load or the files were not usable to the customer.
 - Most documents include but are not limited to 8 ½" x 11", 8 ½" x 14", or 11 x 17" in size, and can include both printed and handwritten text. These documents can be both single/double-sided; they can be folded, stapled, wrinkled, faded, and odd-size documents (e.g., post-it notes). Document types include, but are not limited to: TIF, PDF, JPG, Microsoft Office standard formats such as .docx and .xls.

- Current Records Retention Tracking
 - Physical Storage Room
 - Currently this manual process is not done on a regular basis for all areas.
 - Files in the storage room are not all organized and/or labeled limiting easy access or identification of documents or contents (i.e., files located in unmarked or clearly marked drawers or boxes or on top shelves without large print labels)
 - Recently, it has been left up to all employees to manage the records they produce/subject matters their job covers.
 - Individual employees are responsible for either logging disposed records themselves or notifying another employee to document the disposal.
 - Electronic File Storage
 - Digital files, like physical files, are left up to individual users to sift through and make individual decisions as to what is retained and what is disposed.
 - Without clear identification if an electronic file is the master file or a duplicated or working file its often unclear if a file should be disposed of or not.
 - The current records retention log, created in 2019, does not indicate if any digital files have been disposed of.

Desired State of Record Storage –

- Physical File Storage Room
 - Minimal actual physical files kept in labeled storage containers or file cabinets.
 - Historical data, books, ledgers, and various other items will not be including in this system.
 - Documents within 12 months of the retention cycle will not be including in this system.
- Electronic File Storage
 - Cloud based storage is preferred over local server-based storage.
 - Organized in a consistent easy to search format.
 - Cross access from official documents to web viewing for residents (i.e., council packets and agendas)
- Records Retention Tracking
 - Automated records retention reminders for files scheduled to be deleted with chance to review.
 - Ability to view or print log details.
- Integration with Baker Tilly Civic Systems for Utility Billing and Finance records.
- Integration with Civic Rec software for Park and Recreation records.

Submittal –

Materials should be received at St. Charles City Hall 830 Whitewater Ave. St. Charles MN 55972 no later than May 15, 2023. Materials can be received via US mail, other delivery system or electronically to mschossow@stcharlesmn.org. City staff will review proposals and present options to Council on or before June 13, 2023. Notices of award will be communicated to vendor after City Council's approval.

Timeline and Cost –

Please provide an overview of the solution, proposed timeline, and detailed list of costs including licensing, professional services, ongoing fees, and hardware equipment if necessary. The following tables are examples of the cost breakdown we prefer. Vendors do not need to use the following tables but may if they wish.

Summary of Total Software, Professional Services, and Maintenance Costs

Cost Categories	Proposed Cost	Explanation/Notes Attach additional sheets, if necessary
Product Fees	\$	
Additional Professional Services	\$	
Implementation Services, Scanning Documents, Document template builds	\$	
Integration to Baker Tilly (Civic Systems)	\$	
Training	\$	
Travel and Other Costs	\$	
Total Cost During Project Period	\$	

Ongoing Fees

Period	Proposed Cost	Explanation/Notes Attach additional sheets, if necessary
Monthly or Annual Subscription Fees	\$	
Year Two	\$	
Year Three	\$	
Year Four	\$	
Year Five and ongoing	\$	

Detailed Fees

Licensing Provided by Vendor (1st Party)	Proposed Cost	Basis for Cost*	# of Users/ Other**	Fee Per User/Other	Explanation/Notes Attach additional sheet, if necessary
Document Management System Software					
Full user	\$				
Participant user	\$				
Community user	\$				
Other Costs					
Total Proposed Document Management System Software	\$				

*Indicate basis on which software is costed, e.g., concurrent user, named users, order lines

** # of users or other Quantity basis for licensing. This should be consistent with the "Basis for Licensing" column

Assumed City Personnel Hourly Participation

Phase	Total
	Hrs.
Design/Template build	
Build (Templates)	
Testing & Go-Live	
Additional	
Total	

Core Training Hours and Costs by Trainee**

Class	# of Students	Administrator Training		Total City Project Team Training Hours Spent	
		Hours	Cost/Hr	Cost	
Total				\$	

Class	# of Students	End User		Total City Hours Spent	
		Hours	Cost/Hr	Cost	
Total				\$	

Totals	
Total Hours of Training Provided:	

Total Cost of Training Hours:	\$
Total City Hours Spent on Training Activities:	

**Please identify the nature of any "other" training proposed.*

***If training sold only on a per-class basis, please indicate as such in "Assumptions/Additional Comments" box below. Provide hours in table anyway*

****If training strategy includes use of generic introductory classes offered by the software vendor at off-site location, please be sure to include the cost*

Additional Training Costs

Item	Quantity	Unit Cost	Total Cost
		\$	\$
		\$	\$
		\$	\$
Grand Total			\$

Total Training Costs

Total Core Training Costs + Additional Training Costs	\$
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Travel & Other Costs

	Cost	Cost	Cost	Cost
Category	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

Assumptions/Additional Comments -

Tuesday, May 30, 2023

Honorable Mayor, Council, and Administrator Langholz,

Please accept this letter as formal notification that I am resigning from my position as City Accountant with the City of St. Charles. My last day will be Tuesday, June 20th.

Thank you so much for the opportunity to work in this position for the past two and a half years. I have greatly enjoyed and appreciated working on this team.

During my last two weeks, I will do everything possible to wrap up my duties and train other team members. Please let me know if there is anything else I can do to help during the transition.

I wish the city continued success, and I hope to stay in touch in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa A. Krusmark". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Melissa A. Krusmark